

DOE TECHNICAL STANDARDS PROGRAM PROCEDURES

DOE-TSPP-10
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CONVERSION OF DOE TECHNICAL STANDARDS TO NON-GOVERNMENT STANDARDS

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1. SCOPE

1.1 Purpose

This procedure provides guidance on the conversion of DOE Technical Standards to Voluntary Consensus Standards (VCSs), also referred to as non-Government standards.

1.2 Applicability

This procedure applies to all DOE Headquarters and field organizations, management and operating contractors, and laboratories (hereafter referred to collectively as "DOE Components") working to the requirements of the latest revision of DOE Order 252.1, "Technical Standards Program."

2. CONVERSION OF DOE TECHNICAL STANDARDS

2.1 General

All DOE Technical Standards should be written with the intention of subsequently working with a Standards Development Organization (SDO) to convert the document to a Voluntary Consensus Standards (VCS) . The criteria in paragraph 2.2 should be used to determine if conversion is appropriate.

Conversion of a DOE Technical Standard requires close coordination between the SDO, the DOE representative to the SDO, the Technical Standards Program Office (TSPO), and the appropriate Technical Standards Manager(s). DOE representatives on SDOs are listed in DOE-TSL-4, *Directory of DOE and Contractor Personnel Involved in Non-Government Standards Activities*. Points-of contact within the individual SDOs for discussing conversion activities can be identified by reviewing the SDO Web sites listed under the Technical Standards Program Home Page (URL):

<http://tis.eh.doe.gov/techstds/>

2.2 Conversion Indicators

Technical Standards Managers should work with the line managers of their Preparing Activity to establish a priority list of DOE Technical Standards within their organization for potential conversion. The following questions should be considered:

- Is there a current and continuing need for the technical standard?
- Is significant future application of the technical standard anticipated?

- Can the scope or applicability of the technical standard be converted to the needs of industry?

2.3 Process Description

Technical Standards Managers should periodically monitor those standards that have been developed within their Component to determine if some standards are candidates for conversion to VCSs. For those documents that appear to be candidates, the Technical Standards Manager should review DOE-TSL-4 to determine which SDOcommittee would likely be interested in accepting a project to convert a DOE Technical Standard and to identify of the person who is the DOE representative on the appropriate subcommittee for the SDO. The TSPO can provide assistance to the Technical Standards Manager in making these determinations.

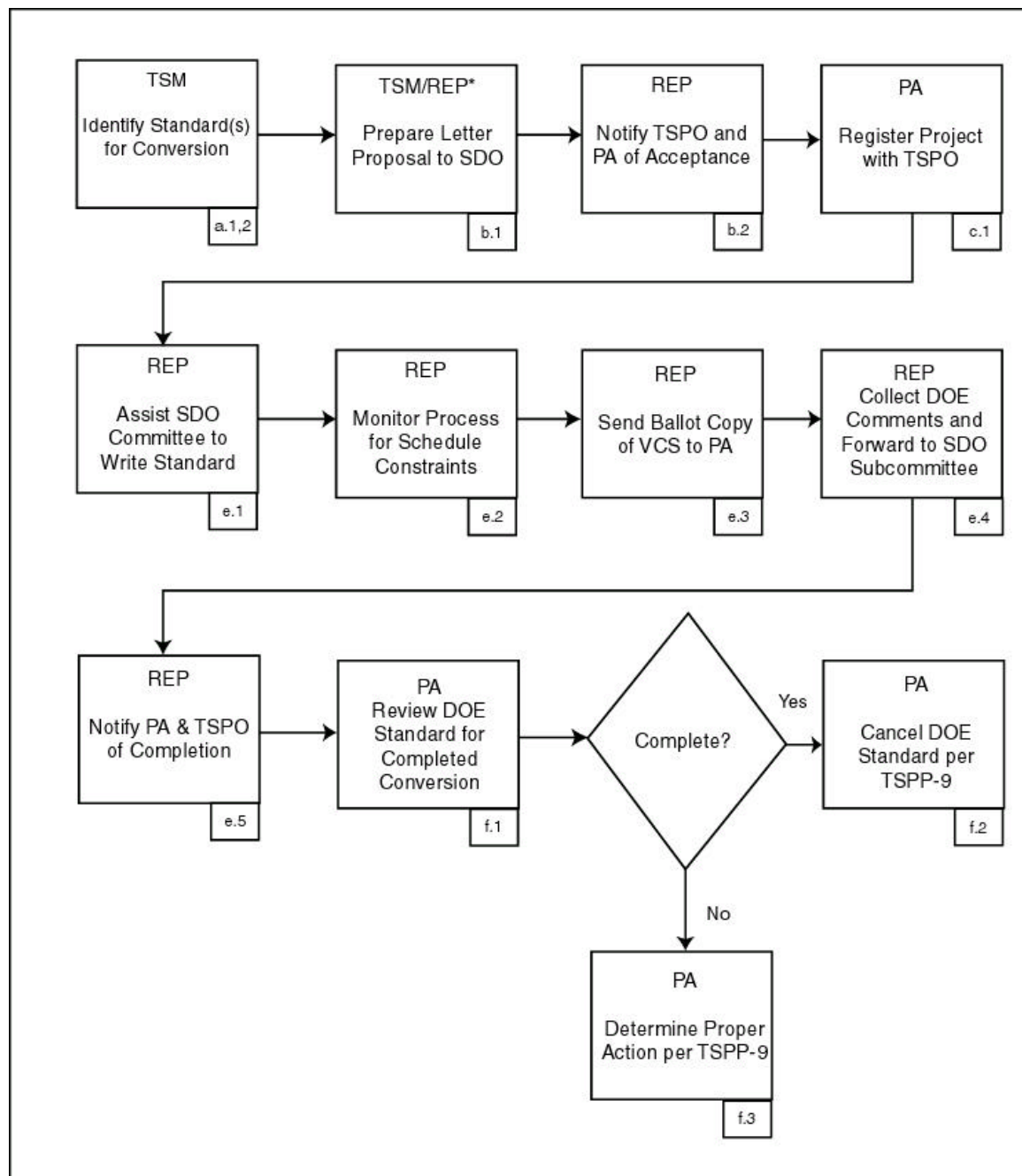
The first step in the conversion process is for the Technical Standards Manager of the Preparing Activity for the DOE Technical Standard and the DOE representative to the SDO to develop a letter proposal to the SDO that explains the use of the standard within DOE and the logic for development of a VCS. If the DOE Technical Standard is accepted for conversion by the SDO, the Technical Standards Manager and Preparing Activity must closely monitor the development of the VCS to ensure that the DOE document remains technically valid prior to the new VCS being approved and published.

When a DOE Technical Standard is accepted for conversion, a DOE project must be registered with the TSPO to ensure that all elements of the DOE complex are aware that the standard is being converted and for notification when the new VCS is released for comment to ensure that the document gets the proper DOE review. When the VCS is released for comment, the DOE representative to the SDO should send copies to all Technical Standards Managers for coordination and collect comments for return to the SDO subcommittee (refer to DOE-TSPP-6 and DOE-TSPP-7 for procedures on coordination/comment resolution).

After the new VCS is approved, the Preparing Activity should review the VCS to ensure that all pertinent information and guidance from the DOE Technical Standard was included in the VCS (Chapter IV of the Technical Standards Program Guide has some useful guidance.). If not, it may be appropriate for the Preparing Activity to revise the DOE standard and retain it for certain applications or rewrite it as a DOE limited standard. If all the information is included, the Preparing Activity should then cancel the DOE standard in accordance with the cancellation procedure in DOE-TSPP-9.

2.4 Procedure for Conversion of a DOE Technical Standard

A flowchart that depicts the process for converting a DOE Technical Standard to a VCS is shown in Figure 1. The following paragraphs describe the typical sequence of events.



*DOE Representative on Non-Government Standards Body

Figure 1. Conversion of a DOE Technical Standard to a Voluntary Consensus Standard.

Person(s) Responsible	Action
a. Technical Standards Manager	<ol style="list-style-type: none"> 1. Identify technical standard(s) that are candidates for conversion. 2. Determine the name of the DOE representative to the appropriate SDOs that might accept the conversion project.
b. DOE Representative	<ol style="list-style-type: none"> 1. Work with Technical Standards Manager to prepare a letter proposal to the SDOs. 2. Notify the Technical Standards Program Office and the Preparing Activity (through their Technical Standards Manager) of the response (acceptance or rejection of the proposal) from the SDOs.
c. Preparing Activity	<ol style="list-style-type: none"> 1. If the conversion project is accepted, register a project with the Technical Standards Program Office in accordance with DOE-TSPP-4.
d. Technical Standards Program Office	<ol style="list-style-type: none"> 1. Announce the conversion project in <i>Standards Actions</i> and update the Technical Standards Information System.
e. DOE Representative	<ol style="list-style-type: none"> 1. Work with the standards-writing activity to develop or revise an appropriate VCS(s) based on the DOE Technical Standard. 2. Keep the Technical Standards Manager and Technical Standards Program Office informed of scheduled completion of the VCS(s) to ensure that the DOE Technical Standard remains current within that schedule. 3. Obtain the ballot copy of the VCS(s) and coordinate the draft document in accordance with TSPP-6. 4. Collect DOE comments and forward them to the standards writing activity within the allocated review period. 5. Notify the Technical Standards Program Office and the Preparing Activity (through their Technical Standards Manager) of completion of the VCS(s).
f. Preparing Activity	<ol style="list-style-type: none"> 1. Review the completed VCS(s) against the DOE Technical Standard to ensure that all elements of the DOE document were included.

Conversion

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	<ol style="list-style-type: none">2. If all elements were included in the new or revised VCS(s), begin cancellation of the DOE Technical Standard in accordance with DOE-TSPP-9.3. If all elements were not included, determine the appropriate action necessary to address the remaining elements in accordance with DOE-TSPP-9.4. Complete the appropriate section of DOE-TSPP-9 to update or cancel the converted DOE Technical Standard.

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